

## Living Streets Local Groups - Zoom Guidance

### Online Meetings

So many of our interactions are online these days and Zoom is a good platform for speaking to a number of people in different localities. It is simple to use and it offers several useful elements that support people's interaction.

Before we start let's focus on accessibility and disability awareness so that everyone can join and participate in calls, meetings and webinars you host.

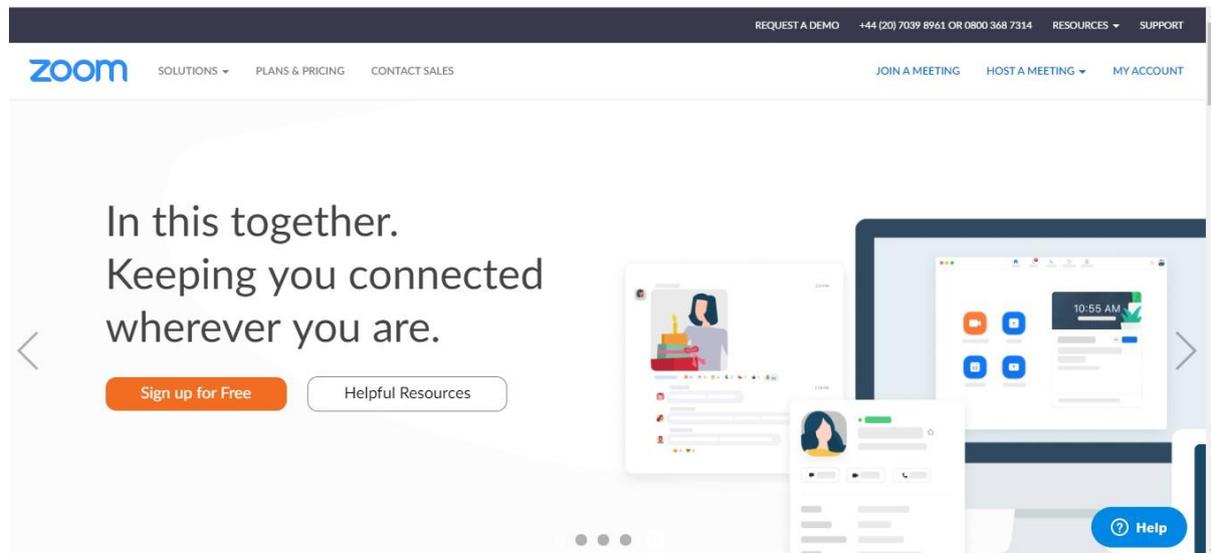
It's vital to make your meetings or webinars as accessible as possible to ensure you're being inclusive,

- Find out from your attendees if they have any needs before your meeting/webinar ie. BSL interpretation or captions then you can prepare before the event
- Zoom has good accessibility functions: such as caption and transcription options, video and audio options- [look at their guide to accessibility and it can help you set up these options](#)
- Request Powerpoint presentations ahead of the event so you can check they are easy to view/ detectable by screen reader. Eg the font and colours are legible
- Ensure people know that they can turn their cameras off if they wish to do so.
- Save the chat so that it can be sent to participants if requested
- [Visit here](#) for some other ideas too.

If you need support or guidance then please do get in contact, we're here to help.

### Getting Started

1. Open your web browser and go to the below URL (clicking the URL below will also take you to the required website).
2. [zoom.us](https://zoom.us)
3. Click 'Sign up for free'.



A free account with Zoom is great but limited, if you want to run a meeting or event that is longer than 40 minutes please contact Aisha ([aisha.hannibal@livingstreets.org.uk](mailto:aisha.hannibal@livingstreets.org.uk)) about using the Living Streets Business Zoom account.

## **BASIC**

Personal meetings

## **Free**

### [Sign Up](#)

- Host up to 100 participants
- Unlimited group meetings for up to 40 minutes
- Unlimited one-to-one meetings with a 30 hour time limit per meeting.
- Private & Group Chat

4. Enter your Living Streets Local Group email in the ‘Your work email address’ box and click ‘Sign Up’.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

### Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign Up

By signing up, I agree to the Privacy Policy and Terms of Service.

or

Sign in with Google

Sign in with Facebook

Help

5. Zoom will send a confirmation email to the email address you gave (your Living Streets Local Group email).



Hello [REDACTED]

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

[Activate Account](#)

By clicking this button, you confirm that you are at least 16 years of age.

Or paste this link into your browser:

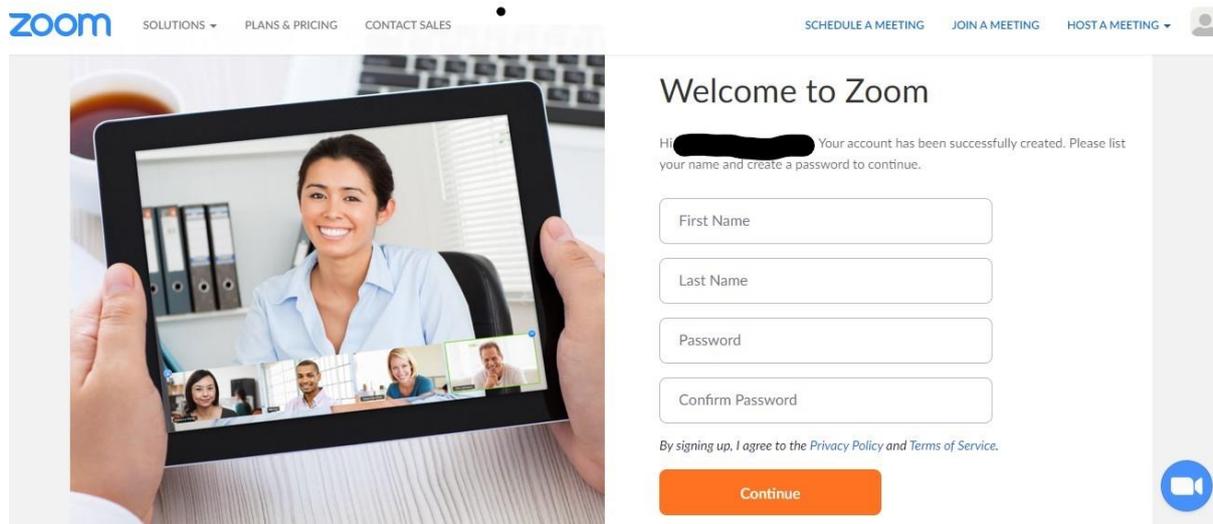
[https://us04web.zoom.us/activate?code=jF8L7pvtNjPCHSSM4\\_g0dmt7jnBK6P1DrFME0aMNmq4.BQgAAAFxP6-m3wAnjQAVd2IsbHN0ZW50NTJAZ21haWwuY29tAQBkAAAWaEM3OHVteG1SRDZLM1NKODVKcExHUQAAAAAAAAAAAA&fr=signup](https://us04web.zoom.us/activate?code=jF8L7pvtNjPCHSSM4_g0dmt7jnBK6P1DrFME0aMNmq4.BQgAAAFxP6-m3wAnjQAVd2IsbHN0ZW50NTJAZ21haWwuY29tAQBkAAAWaEM3OHVteG1SRDZLM1NKODVKcExHUQAAAAAAAAAAAA&fr=signup)

Questions? Please visit our [Support Center](#).

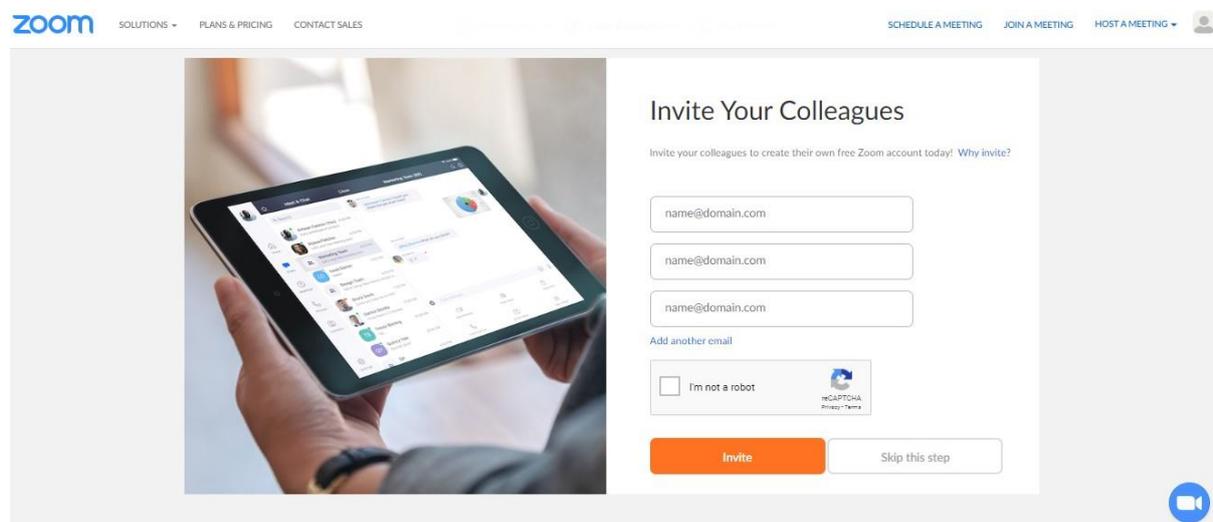
Happy Zooming!

6. Once you receive this email into your Local Group inbox, click 'Activate Account', or copy and paste the link provided into your browser.
7. Complete the sign-up details requested:
  - For 'First Name', put the location of your Group (eg. 'London', 'Moortown', 'Ratho', 'Sully', 'Eastbourne').
  - For 'Last name', put 'Local Group'.
  - Enter an appropriate password.

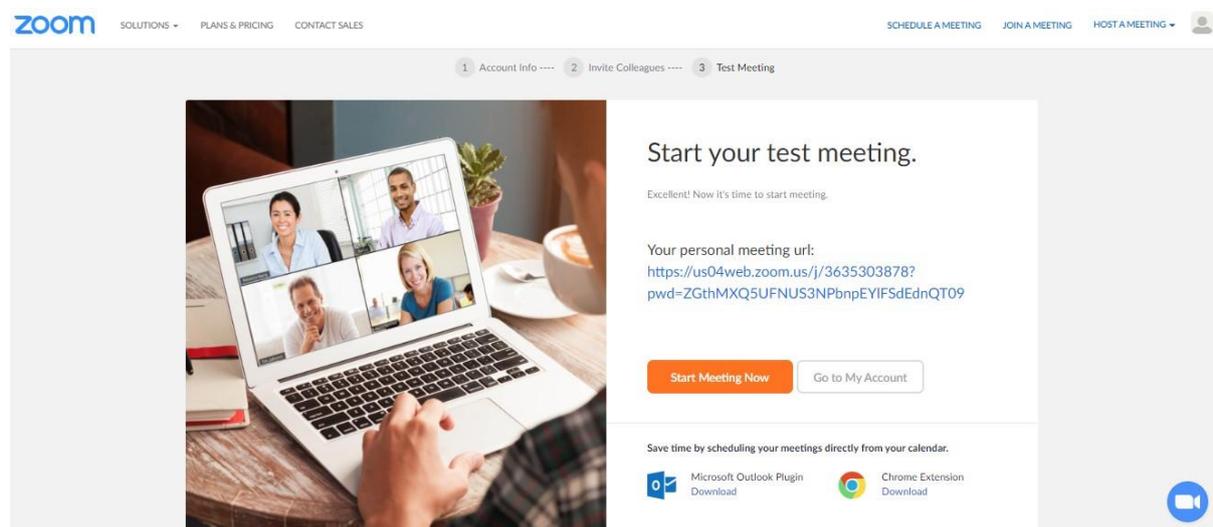
- Click 'Continue'.



8. On the 'Invite' page, click 'I'm not a robot' button and then 'Skip this Step'



9. On the 'Start your test meeting.' Page, click 'Go To My Account'.



10. This will now take you to your Zoom account page, where you can change details and see your Personal Meeting ID. This ID will allow you to host meetings.

11. To learn and see how to schedule a meeting, and to invite people, [click here](#) to watch this very simple and clear video from Zoom themselves.

For yours and others safety it is a good idea to ensure that people require a passcode to enter the meeting which is an option you can make when you set up a meeting.

Some meetings without passcodes are vulnerable to being zoom bombed or gatecrashed by strangers, some of whom are part of bigoted groups who only aim to shock, upset and offend people by sharing inappropriate content.

12. To learn and see how to join a meeting, [click here](#) to watch this video from Zoom.

Zoom has a great range of easy video tutorials on further meeting actions; [click here](#), or copy this link to view these:

[https://zoom.us/zendesk/sso?return\\_to=https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials](https://zoom.us/zendesk/sso?return_to=https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials)